

Assessment: GED

Import/Export Descriptions and Instructions

Export Data

Normalization Export: Your computer must have FTP access in order for the Normalization Export to function properly. The Normalization Export sends student test data to McGraw-Hill/Contemporary. McGraw-Hill/Contemporary will use these test results to adjust GED score conversion charts and to guide development of future test-preparation products.

Important! No personal information, such as student names or demographic information, will be sent to the McGraw-Hill Companies.

To send the Normalization Export:

- 1) Log into the program as an administrator.
- 2) Click on the Tools drop-down menu and select Export Data.
- 3) Click Send Info in the “Normalization Export” box.
- 4) Click Continue on the next two screens.
- 5) A screen appears telling you that your computer is connected to the FTP server. Click Continue to export your data.
- 6) When all the export is finished, a confirmation screen appears. Click Continue to disconnect from the FTP site.

If your computer does not have FTP access, you can still export data to McGraw-Hill/Contemporary via e-mail.

To export data through e-mail:

- 1) Log into the program as an administrator.
- 2) Click on the Tools drop-down menu and select Export Data.
- 3) Click Send Info in the Normalization Export box.
- 4) Click Continue on the next two screens.
- 5) The program tries to connect to an FTP site, but fails.
- 6) Click the Email button on the screen that appears.
- 7) Click Save file to export your data to a location on your hard drive.
- 8) In the browser window, select a location to save your files and click OK.
- 9) The following screen displays the location of your data files. Attach the files to an e-mail and send it to geddata@mcgraw-hill.com.

Personal Export: This utility exports program data into a tab-delimited text file that can be used with Microsoft Excel or Microsoft Access. You have the following three options for export:

- A) A list of enrolled teachers
- B) A list of enrolled students
- C) All student test scores

To use the Personal Export feature:

- 1) Log into the program as an administrator.
- 2) Click on the Tools drop-down menu and select Export Data.
- 3) Click Export in the “Personal Export” box.
- 4) The “Personal Export Options” window appears. Click on your desired export option.
- 5) A dialogue box appears. Select a location to save the text file and click Save.
- 6) Click OK.

Export for McGraw-Hill Products: This feature exports all teacher, student, and test information into a file (with the extension .v12) for use with compatible McGraw-Hill/Contemporary products. This export can also be used to keep a master backup of your *MHC ASSESSMENT: GED* records.

Important! Other users cannot be logged into the program during this export.

To export program information for McGraw-Hill products:

- 1) Log into the program as an administrator.
- 2) Click on the Tools drop-down menu and select Export Data.
- 3) Click Export in the “Export for McGraw-Hill products” box.
- 4) A dialogue box appears. Select a location to save the file and click Save.
- 5) Click OK.

Import Data

Import Scoring Grid: Internet access is required for this feature. McGraw-Hill/Contemporary will occasionally update the program’s scoring grid. This grid converts *MHC ASSESSMENT: GED* scores to approximate GED scores.

To update the scoring grid:

- 1) Log into the program as an administrator.
- 2) Click on the Tools drop-down menu and select Import Data.
- 3) Click Import in the “Import Scoring Grid” box.
- 4) The program automatically downloads the most current scoring grid. If the download was successful, a box appears telling you that the scoring grid was updated. A warning box appears if the download was unsuccessful.

Import Resources: Internet access is required for this feature. McGraw-Hill/Contemporary will occasionally update the master resource list to include the latest McGraw-Hill/Contemporary publications.

To update or restore default resource lists:

- 1) Log into the program as an administrator.
- 2) Click on the Tools drop-down menu and select Import Data.
- 3) Click Import in the “Import Resources” box.
- 4) The program automatically downloads the most current master resource list. If the download was successful, a box appears telling you that the list was updated. A warning box appears if the download was unsuccessful.

Important! If you have made any edits or additions to the resource list, this download will overwrite the edited list. Any changes will be lost.

Import from McGraw-Hill Products: Users of *MHC ASSESSMENT: GED* can import teacher, student, and test information from other compatible McGraw-Hill products.

To import:

- 1) Log into the program as an administrator.
- 2) Click on the Tools drop-down menu and select Import Data.
- 3) Click Import in the “Import from McGraw-Hill products” box.
- 4) A dialogue box appears. Find your desired data file (with the extension .v12) and click the Open button.
- 5) If the import was successful, click OK in the window that appears. If the import was not successful, an error box appears.

Exporting and Importing Students

Teachers can export and import both class records and individual student records in *MHC ASSESSMENT: GED*. These files (with the extension .v12) are usable only by *MHC ASSESSMENT: GED* and compatible products. Currently, there are no other products compatible with *MHC ASSESSMENT: GED*, but some will be available in the near future. Check this website periodically for updates.